

## Staff Interview Guide Shelter Care Facility

Child Care Staff may be interviewed individually or in a small group, preferably without the Administrator present.

### 1. Recreation 37.97.809(3)

Are resident's encourag ed to participate in recreation and leisure time activities? Are efforts made by the provider to involve resident's in suitable community programs?

Discussion: Ask staff what they do to involve youth in constructive activities and groups. Does the shelter care provide transportation and supervision as needed for evening and weekend activities?

*Staff/Licensing Specialist Comments:*

COMPLIANCE: YES [ ☐ ] NO [ ☐ ]

### 2. Food and Nutrition 37.97.810

Does the home provide three regular, well-balanced meals daily? Nutritious snacks? Are special diets provided and kept on file?

Discussion: Ask staff about meals and snacks and special diets. How are meals planned and prepared? If any resident's are on special diets, ask to see physician's order.

*Staff/Licensing Specialist Comments:*

COMPLIANCE: YES [ ☐ ] NO [ ☐ ]

### 3. Education 37.97.811

Does the provider ensure that each resident is offered an educational program that is appropriate to the client's needs and in compliance with compulsory school attendance laws?

Discussion: Ask staff about the educational activities of youth. Do youth have access to a special education program, alternative schools, special tutoring? Who provides the youths supplies and books as needed for classes and phys. ed.?

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What homework opportunities do youth have? How does home participate in parent/teacher conferences? What is the involvement of legal parents and facility staff?

*Staff/Licensing Specialist Comments:*

COMPLIANCE: YES [ ] NO [ ]

### 4. Religion and Culture 37.97.815

Do resident's have the opportunity to voluntarily practice their religion? Does the provider encourage resident's and give them the opportunity to identify with their cultural heritage?

Discussion: Ask staff about scheduling for worship services? Is transportation available, if necessary? Can resident's receive visits from representatives of their faith? Are resident's required to participate in religious services that are not of their choosing? Ask staff if they have any concerns relating to the cultural exposure of youth. Are Indian children allowed to (or assisted in) participate in pow wows or other occasions? Does facility make efforts to provide food/environment that is congruent with youth's cultural heritage?

*Staff/Licensing Specialist Comments:*

COMPLIANCE: YES [ ] NO [ ]

### 5. Personal Needs. 37.97.816

Does the home provide each youth with clothing appropriate to the youth's age and size? Is clothing comparable to community standards? Does the youth have some choice? Do staff provide training to resident's in personal care, hygiene and grooming, and do resident's have necessary supplies?

Discussion: Ask staff how youth clothing needs are met. How is a resident's need for hygienic training and for supplies met?

*Staff/Licensing Specialist Comments:*

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COMPLIANCE: YES [ ] NO [ ]

### 6. Privacy and Individualism 37.97.817

Do resident's have opportunities for privacy? Access to a quiet area? His or her own bed? Own storage area?

Discussion: Ask staff how they provide youth opportunities for privacy. How do staff encourage youth to display socially appropriate works and symbols of identity. How do staff feel about providing youth space and time to meet with friends and relatives?

*Staff/Licensing Specialist Comments:*

COMPLIANCE: YES [ ] NO [ ]

### 7. Searches 37.97.820

Do staff conduct searches and urinalysis testing in accordance with administrative rule and provider policy?

Discussion: Ask staff to describe search and UA procedures. Do staff understand documentation requirements?

*Staff/Licensing Specialist Comments:*

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COMPLIANCE: YES [ ] NO [ ]

### 8. Training and Employment 37.97.822

Do staff assist in preparing the resident's for economic independence?

Discussion: Ask staff to discuss youths preparation for employment and independence? Shopping? Money management? Are their chores and/or jobs well-supervised? Do staff help resident's to understand which tasks they are expected to perform as resident's versus jobs to earn spending money or jobs performed as training? How is personal income to the resident handled by the shelter care facility?

*Staff/Licensing Specialist Comments:*

COMPLIANCE: YES [ ] NO [ ]

### 9. Discipline 37.87.825

Have resident's and staff been given a copy of the home's discipline policy and do they understand it?

Discussion: Ask staff if they have seen the written discipline policy and house rules. Do they clearly understand what is expected and the consequences? Have they been involved in any infractions? How do they provide discipline and structure for the resident's and individual youth? Any major complaints?

*Staff/Licensing Specialist Comments:*

COMPLIANCE: YES [ ] NO [ ]

### 10. Orientation and Training 37.97.838

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Were staff oriented to the facility in accordance with administrative rule and provider policy?

*Discussion:* Ask staff to describe orientation to facility and program. Can staff describe emergency evacuation procedures and escape routes? Do they know what to do? Ask them if exits are can be opened and unobstructed. Do they know where the evacuation procedure is posted? Do staff know house rules, behavioral expectations, health and safety procedures and practices? Do staff understand the Mandatory Child Abuse Reporting law? Are staff training needs being met? Are there additions or changes they would like to see in providers training program?

*Staff/Licensing Specialist Comments:*

**COMPLIANCE: YES [ ] NO [ ]**

### 11. Health and Treatment 37.97.831

Are medical, dental, psychological, psychiatric or counseling services obtained for resident's as needed?

*Discussion:* Ask staff how they respond to a resident's request for medical, dental etc. services. How do intake procedures address a youths medical needs?

*Staff/Licensing Specialist Comments:*

**COMPLIANCE: YES [ ] NO [ ]**

### 12. Transportation 37.97.836

Are resident's transported in a safe and reliable vehicle and manner?

*Discussion:* Ask staff to describe transportation. Are vehicles in good working order? Do staff drive in cautious manner? Is the back of pickup trucks ever used to transport resident's?

*Staff/Licensing Specialist Comments:*

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COMPLIANCE: YES [ ] NO [ ]

### 13. Guns and Ammunition 37.87.837

Are firearms kept off the facility premises?

Discussion: Ask if youth are allowed to use firearms? If yes, under what conditions? How do staff take precautions against resident's using potentially dangerous objects/items as weapons? e.g. bows and arrows, pocket knives, kitchen and fishing knives etc.

*Staff/Licensing Specialist Comments:*

COMPLIANCE: YES [ ] NO [ ]

### 14. Supervision 37.97.838 and 37.97.809(3)

Does the provider maintain staff:youth ratio of at least 1:8 at all times?

Discussion: Ask staff if they feel that individual personal care, attention and supervision is adequate. Is a staff person in

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the facility at all times when a youth is on the premises? Are minimum staff:youth ratios (1:8) consistently met? Is 24 hour awake coverage provided? Is staff present in the facility at all times when youth are on premises?

*Staff/Licensing Specialist Comments:*

**COMPLIANCE: YES [ ] NO [ ]**

### 15. Other

Discussion: At closure of the staff interviews, ask the staff if they have anything else they would like to say to contribute to your license study. Let staff know where you can be reached and that you are available if they see the need.

*Staff/Licensing Specialist comments:*

Staff Interviewed

Date of Interview(s)

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*Signature of Licensing Specialist*

*Date*